

Department of Industrial Relations
DIVISION OF LABOR STANDARDS ENFORCEMENT
Licensing & Registration Unit
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INSTRUCTIONS FOR APPLICATION FOR STUDIO TEACHER CERTIFICATION

READ ALL INFORMATION AND INSTRUCTIONS CAREFULLY !!

PLEASE see the website of the Division of Labor Standards Enforcement (DLSE) at <http://www.dir.ca.gov/dlse/dlseLicensing.html> for further information and/or clarification and to download the application form and required supporting documentation.

If you have questions not addressed by this document or the website, or to request that an application package be mailed to you, please call the Studio Teacher Program at 415-703-4854.

Requirement to employ studio teachers and to obtain certification to work as a studio teacher:

“No consent [to employ a minor in the entertainment industry] shall be given at any time unless the officer giving it is satisfied that all of the following conditions are met....(c) the minor’s education will not be neglected or hampered by his or her participation in the performance, concert, or entertainment.” Labor Code section 1308.6(c)

Employers shall provide a studio teacher on each call for minors from age fifteen (15) days to their sixteenth (16th) birthday (age sixteen (16)), and for minors from age sixteen (16) to age eighteen (18) when required for the education of the minor. One (1) studio teacher must be provided for each group of ten (10) minors or fraction thereof. With respect to minors age fifteen (15) days to age sixteen (16), one (1) studio teacher must be provided for each group of twenty (20) minors or fraction thereof on Saturdays, Sundays, holidays, or during school vacation. California Code of Regulations, Title 8, Division 1, Chapter 6, Subchapter 2, section 11755.2

Who must obtain certification to work as a studio teacher? Definitions:

“The Entertainment Industry, hereinafter referred to as the employer, shall be defined as any organization, or individual, using the services of any minor in: Motion pictures of any type (e.g. film, videotape, etc.), using any format (theatrical film, commercial, documentary, television program, etc.) by any medium (e.g. theater, television, videocassette, etc.); photography; recording; modeling; theatrical productions; publicity; rodeos; circuses; musical performances; and any other performances where minors perform to entertain the public.” California Code of Regulations, Title 8, Chapter 6, Subchapter 2, Article 1, Section 11751

“(a) A studio teacher within the meaning of these regulations must be a certificated teacher who holds one California teaching credential listed in paragraphs (1) through (4) of subsection (d) of this section [Section 11755] and one California teaching credential listed in paragraphs (5) through (7) of subsection (d) of this section which are valid and current, and who has been certified by the Labor

Commissioner...” California Code of Regulations, Title 8, Chapter 6, Subchapter 2, Article 1, Section 11755.

Where can I find criteria for requirements for credentialing and for which subjects a studio teacher must be credentialed in?

The criteria for teaching credentials which satisfy the requirements of Section 11755(a) are found at California Code of Regulations, Title 8, Chapter 6, Subchapter 2, Article 1, Section 11755(d).

The teaching credential listed in (5) or (6) of subsection (d) of this section [Section 11755] must be in one of the following subject areas: English, Math, Social Science, Science or Foreign Language. Definitions of criteria for each subject are found at California Code of Regulations, Title 8, Chapter 6, Article 1, Section 11755(c) .

What is the certification period? What fees are required?

Certification by the Labor Commissioner shall be for a maximum three-year period, not to exceed the earliest expiration date of any one of the qualifying teaching credentials submitted in support of certification. California Code of Regulations, Title 8, Chapter 6, Subchapter 2, Article 1, Section 11755(b) . No fees are required.

Requirement of *written examination* to receive and maintain certification as a studio teacher:

A written examination will be required of the studio teacher by the Labor Commissioner at the time of certification or renewal. Such examination shall be designed to ascertain the studio teacher’s knowledge of the labor laws and regulations of the State of California as they apply to the employment of minors in the entertainment industry. Labor Commissioner...” California Code of Regulations, Title 8, Chapter 6, Subchapter 2, Article 1, Section 11755(b).

To take the studio teacher written examination, you must schedule an appointment with the DLSE District Office nearest you. The DLSE website at www.dir.ca.gov/dlse contains a listing of District Offices as well as a locator function to find the office nearest you. That office will then forward the exam to the San Francisco Licensing unit.

Requirement of *course of instruction* to obtain and maintain certification as a studio teacher:

Each new studio teacher applicant will be required to successfully complete a twelve-hour course of instruction designed by the Labor Commissioner to instruct the applicant in the duties and responsibilities of the studio teacher. California Code of Regulations, Title 8, Chapter 6, Subchapter 2, Article 1, Section 11755(b).

Every studio teacher, as a condition of renewal of certification by the Labor Commissioner, must complete three hours of instruction in a class designed by the Labor Commissioner to ensure that the studio teacher remains abreast of any changes in the laws and regulations and duties and responsibilities of the studio teacher. California Code of Regulations, Title 8, Chapter 6, Subchapter 2, Article 1, Section 11755(b).

Currently, the course of instruction is given once a year during the summer months. Approximately two months prior to the course, every effort is made to notify all currently certified studio teachers of

the date, time and location by mail. Additionally, information on the date, time and location of the course will be posted on the DLSE website when it becomes available, or you may call (415) 703-4846 or send an email to DLSE.licensing@dir.ca.gov.

What other documentation *must* be submitted with my application form?

Proof of *valid and current* California Elementary and California Secondary credential or a California Multiple Subject K-12 plus a California Single Subject credential in either English, Math, Social Science, Science or Foreign Language

The Labor Commissioner reserves the right to request additional supporting documentation as may be needed to complete the investigation as to the character, competency and responsibility of the applicant.

What are the requirements for RENEWAL of a Certification to work as a Studio Teacher?

Requirements, including required application form and documentation, are the same as for new applications.

Once I have obtained and completed the application, how and where do I submit my application?

Mail your application form to:

Department of Industrial Relations
Division of Labor Standards Enforcement
Licensing and Registration
P.O. Box 420603,
San Francisco, CA 94142

(Physical address: 455 Golden Gate Ave, 9th Flr.
San Francisco, CA 94102)

Please note: To ensure delivery, all mail must be sent to the P.O. Box address above)

AN INCOMPLETE APPLICATION, INCLUDING INCOMPLETE SUBMISSION OF REQUIRED SUPPORTING DOCUMENTATION, WILL DELAY THE ISSUANCE OF YOUR CERTIFICATION. IF YOU ARE SUBMITTING A RENEWAL APPLICATION, TO AVOID A LAPSE IN THE EFFECTIVE DATE OF YOUR CERTIFICATION, PLEASE RETURN YOUR APPLICATION PACKAGE, WITH DOCUMENTATION, AT LEAST 90 DAYS PRIOR TO THE EXPIRATION OF YOUR CERTIFICATION.

Please visit the DLSE Licensing & Registration website for further information and resources at <http://www.dir.ca.gov/dlse/dlseLicensing.html>